AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

Special Item No. 132-51 Information Technology Professional Services

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
FPDS Code D301   IT Facility Operation and Maintenance
FPDS Code D302   IT Systems Development Services
FPDS Code D306   IT Systems Analysis Services
FPDS Code D307   Automated Information Systems Design and Integration Services
FPDS Code D308   Programming Services
FPDS Code D310   IT Backup and Security Services
FPDS Code D311   IT Data Conversion Services
FPDS Code D313   Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316   IT Network Management Services
FPDS Code D317   Creation/Retrieval of IT Related Automated News Services, Data Services, or
                  Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399   Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Jackpine Technologies, Inc.
1380 Corporate Center Curve, Suite 319
Eagan, MN 55121-1200
Ordering Assistance: 978-637-2923
E-mail: contracts@jackpinetech.com Website: jackpinetech.com
Business Size: Other Small, Service Disabled Veteran-Owned

Contract Number: **Contract # GS-35F-0272V**

Period Covered by Contract: **March 3, 2014 – March 2, 2019**

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #__0011_____, dated __27 Mar 2014_____.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).

FAS Price List
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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1.   GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:
        [ ]   The Geographic Scope of Contract will be domestic and overseas delivery.
        [ ]   The Geographic Scope of Contract will be overseas delivery only.
        [X]   The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:
_____

2.   CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Jackpine Technologies Corporation

1380 Corporate Center Curve, Suite 319

Eagan, MN 55121-1200

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. Jackpine and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card).   In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

978-637-2923 (primary) or 651-452-8468

3. LIABILITY FOR INJURY OR DAMAGE

Jackpine shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by Jackpine, unless such injury or damage is due to the fault or negligence of Jackpine.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Contract **70**
Block 16: Data Universal Numbering System (DUNS) Number: **048057900**
Block 30: Type of Contractor: **B. Other Small (Service Disabled Veteran-Owned)**

A.	Small Disadvantaged Business
B.	Other Small Business
C.	Large Business
G.	Other Nonprofit Organization
L.	Foreign Contractor

Block 31: Woman-Owned Small Business - **No**
Block 37: Contractor's Taxpayer Identification Number (TIN): __**41-1899877**____
Block 40: Veteran Owned Small Business (VOSB): _ **A: Service Disabled Veteran Owned Small Business**

A:	Service Disabled Veteran Owned Small Business
B:	Other Veteran Owned Small Business

4a. CAGE Code: **1JNV0**
4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: Jackpine shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51_____	**30 Days or as specified in the SOW**

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact Jackpine for the purpose of obtaining accelerated delivery. Jackpine shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by Jackpine in writing.) If Jackpine offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

c. i. SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii.   SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii.   For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

7.   **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

a.   Prompt Payment: N/A % - ___ days from receipt of invoice or date of acceptance, whichever is later.

b.   Quantity: None

c.   Dollar Volume: None

d.   Government Educational Institutions **Government Educational Institutions are offered the same discounts as all other Government Customers.**

e.   Other: **No other discounts are offered.**

8.   **TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9.   **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

10.   **Small Requirements:** The minimum dollar value of orders to be issued is $100.

11.   **MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

a.   The Maximum Order value for the following Special Item Numbers (SINs) is $1,500,000:

Special Item Number 132-51 - Information Technology Professional Services

12.   **ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a.   FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b.   FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13.   **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine

whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by Jackpine.

13.1   FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2   FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14.   CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

(a)   Security Clearances: Jackpine may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b)   Travel: Jackpine may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c)   Certifications, Licenses and Accreditations: As a commercial practice, Jackpine may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d)   Insurance: As a commercial practice, Jackpine may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e)   Personnel: Jackpine may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, Jackpine's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: Jackpine may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of Jackpine having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15.   CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16.   GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

     (1)   Manufacturer;
     (2)   Manufacturer's Part Number; and
     (3)   Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is http://www.gsaadvantage.gov

17.   PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

(1)   All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2)   The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3)   The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4)   All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18.   CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a.   For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1)   Time of delivery/installation quotations for individual orders;

(2)   Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3)   Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by Jackpine.

b.   The above is not intended to encompass items not currently covered by the GSA Schedule contract.

c.   The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19.   OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not Applicable

Upon request of Jackpine, the ordering activity may provide Jackpine with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to Jackpine's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20.   BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21.   CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23.   SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

 Yes ___X____

No _____

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): _____

The EIT standard can be found at: www.Section508.gov/.

24.   PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

    (a)   A copy of the authorization from the ordering activity with whom Jackpine has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

    (b)   The following statement:

        This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25.   INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a)   Jackpine shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b)   Before commencing work under this contract, Jackpine shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

    (1)   For such period as the laws of the State in which this contract is to be performed prescribe; or

(2)   Until 30 days after the insurer or Jackpine gives written notice to the Contracting Officer, whichever period is longer.

(c)   Jackpine shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. Jackpine shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26.   SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at **http://www.core.gov**.

27.   ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1.   SCOPE

a.   The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.

b.   Jackpine shall provide services at Jackpine's facility and/or at the ordering activity location, as agreed to by Jackpine and the ordering activity.

2.   PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

a.   Performance incentives may be agreed upon between Jackpine and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b.   The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c.   Incentives should be designed to relate results achieved by Jackpine to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate Jackpine. Incentives shall be based on objectively measurable tasks.

3.   ORDER

a.   Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are

available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b.   All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4.   PERFORMANCE OF SERVICES

a.   Jackpine shall commence performance of services on the date agreed to by Jackpine and the ordering activity.

b.   Jackpine agrees to render services only during normal working hours, unless otherwise agreed to by Jackpine and the ordering activity.

c.   The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d.   Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5.   STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a)   The Contracting Officer may, at any time, by written order to Jackpine, require Jackpine to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to Jackpine, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, Jackpine shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to Jackpine, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

    (1)   Cancel the stop-work order; or

    (2)   Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b)   If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, Jackpine shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

    (1)   The stop-work order results in an increase in the time required for, or in Jackpine's cost properly allocable to, the performance of any part of this contract; and

    (2)   Jackpine asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c)   If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d)   If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6.   INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7.   RESPONSIBILITIES OF THE CONTRACTOR

Jackpine shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8.   RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9.   INDEPENDENT CONTRACTOR

All IT/IAM Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10.   ORGANIZATIONAL CONFLICTS OF INTEREST

a.   Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to Jackpine, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving Jackpine, any entity into or with which Jackpine subsequently merges or affiliates, or any other successor or assignee of Jackpine.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by Jackpine and its affiliates, may either (i) result in an unfair competitive advantage to Jackpine or its affiliates or (ii) impair Jackpine's or its affiliates' objectivity in performing contract work.

b.   To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on Jackpines, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11.   INVOICES

Jackpine, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12.   PAYMENTS

For firm-fixed price orders the ordering activity shall pay Jackpine, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
    (1) The offeror;
    (2) Subcontractors; and/or
    (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13.   RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14.   INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15.   APPROVAL OF SUBCONTRACTS

The ordering activity may require that Jackpine receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16.   DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a.   Jackpine shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b.   Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Jackpine provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **(Raphael Smith, 978-637-2923,** ray.smith@jackpinetech.com**.)**

<div align="center">

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

</div>

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act   (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date	Contractor Date

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, Jackpine agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1)   The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER   *SPECIAL BPA DISCOUNT/PRICE

(2)   Delivery:

DESTINATION   DELIVERY SCHEDULES / DATES

(3)   The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4)   This BPA does not obligate any funds.

(5)   This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6)   The following office(s) is hereby authorized to place orders under this BPA:

OFFICE   POINT OF CONTACT

(7)   Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8)   Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a)   Name of Contractor;

(b)   Contract Number;

(c)   BPA Number;

(d)   Model Number or National Stock Number (NSN);

(e)   Purchase Order Number;

(f)   Date of Purchase;

(g)   Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h)   Date of Shipment.

(9)   The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10)   The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and Jackpine's invoice, the provisions of this BPA will take precedence.

****

BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.

- Federal Supply Schedule Contractors may individually meet the customers needs, or -

- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.

- Customers make a best value selection.

GSA Price List and Descriptions

SIN 132-51 – Professional Services

Labor Category	2014	2015	2016
GSA Hourly Rates (w/ IFF)			
Sr. Strategic Consultant	$256.50	$261.63	$266.86
Strategic Consultant	$206.29	$210.42	$214.63
Senior Analyst	$156.03	$159.15	$162.33
Chief Engineer	$156.03	$159.15	$162.33
Sr. Staff Engineer	$143.47	$146.34	$149.27
Staff Engineer - 2	$135.89	$138.61	$141.38
Staff Engineer	$128.35	$130.92	$133.54
Sr. Engineer	$118.31	$120.68	$123.09
Lead Engineer	$105.45	$107.56	$109.71
Engineer	$88.07	$89.83	$91.63
Jr. Engineer	$73.73	$75.20	$76.70

"Note: All non-professional labor categories must be incidental to and used solely to support hardware, software, training and/or professional services and cannot be purchased separately."

Hourly Rate Labor Category Descriptions

Title: Senior Strategic Consultant (SSC)

Works with clients to help them transform large-scale enterprises and operations by framing government and industry opportunities and challenges into specific strategic options, formulating viable strategies that intersect business and technology, and accelerating implementation through tailored operations and change programs. The SSC applies consulting skills, business knowledge, processes, measurements & tools to gather facts, analyze issues and drive solutions that transform the client's organization.

Minimum/General Experience & Education:

- BA/BS degree from an accredited school and twelve (12) years consultant experience in an IT field OR MA/MS degree from an accredited school and ten (10) years consultant experience in an IT field (desirable)
- 5 + years experience in customer relationship management and strategy consulting roles
- Demonstrate the characteristics of intellectual curiosity, responsibility, determination, creativity, flexibility, drive and self-confidence
- Extensive experience with customer insight, database marketing, CRM, reporting and measurement strategy development and business metrics
- Proven leadership ability with strong client relationship and consulting skills
- Experience managing, mentoring and leading teams
- Travel to client locations required
- U.S. Secret clearance may be required

Functional Responsibilities:

1. Consult, identify and design customer strategy and insight that is based upon client needs and result in actionable recommendations and results
2. Responsible for managing the delivery of projects with the client
3. Provide critical business insights that result in customer strategy and implementation
4. Act as a focal point for internal teams and liaison to clients teams
5. Contribute to the clients customer strategy and insight oriented intellectual capital
6. Define scope, recommend approach and manage execution of projects
7. Provide leadership and direction to staff on all aspects of client deliverables including preparation, management of project budgets and resource allocation
8. Contribute to the development and presentation of new business proposals to clients
9. Consult on strategic customer and business issues

Title: Strategic Consultant (SC)

Works with clients to help them transform their enterprise and operations by framing government and industry opportunities and challenges into specific strategic options, formulating viable strategies that intersect business and technology, and accelerating implementation through tailored operations and change programs. The SC applies consulting skills, business knowledge, processes, measurements & tools to gather facts, analyze issues and drive solutions that transform the client's organization.

Minimum/General Experience & Education:

- BA/BS degree from an accredited school and ten (10) years consultant experience in an IT field OR MA/MS degree from an accredited school and eight (8) years consultant experience in an IT field (desirable)
- 3 + years experience in customer relationship management and strategy consulting roles
- Demonstrate the characteristics of intellectual curiosity, responsibility, determination, creativity, flexibility, drive and self-confidence
- Extensive experience with customer insight, database marketing, CRM, reporting and measurement strategy development and business metrics
- Proven leadership ability with strong client relationship and consulting skills
- Experience managing, mentoring and leading teams
- U.S. Secret clearance may be required

Functional Responsibilities:

1. Under guidance of Senior Strategic Consultant (SSC), identify and design customer strategy and insight that is based upon client needs and result in actionable recommendations and results
2. Responsible to the SSC for managing the delivery of projects to the client
3. Provide business insights that result in customer strategy and implementation
4. Act as a focal point for internal teams and liaison to clients teams
5. Contribute to the clients customer strategy and insight oriented intellectual capital
6. Define scope, recommend approach and manage execution of projects
7. Provide leadership and direction to staff on all aspects of client deliverables including preparation, management of project budgets and resource allocation
8. Contribute to the development and presentation of new business proposals to clients
9. Consult on strategic customer and business issues

Title: Program Manager

Manages large scale programs or provides senior leadership to them as a team member.

Minimum/General Experience & Education:

- BA/BS degree from an accredited school and (8+) years experience in an IT field OR MA/MS degree from an accredited school and eight (6) years consultant experience in an IT field (desirable)
- 6+ years experience in customer relationship management and senior roles
- Demonstrate the characteristics of intellectual curiosity, responsibility, determination, creativity, flexibility, drive and self-confidence
- Extensive experience with CRM, reporting and measurement strategy development and business metrics

- Proven leadership ability with strong client relationship and management skills
- Experience managing, mentoring and leading teams
- U.S. Secret clearance may be required

Functional Responsibilities:

1. Lead large scale program or fulfill senior role
2. Responsible for managing the delivery of projects to the client
3. Provide insights that result in customer strategy and implementation
4. Act as a focal point for internal teams and liaison to clients teams
5. Define scope, recommend approach and manage execution of projects
6. Provide leadership and direction to staff on all aspects of client deliverables including preparation, management of project budgets and resource allocation
7. Provide primary interaction to customer projects and vendors

Title: <u>Deputy Program Manager</u>

Manages medium scale programs or provides mid-level leadership to them as a team member.

Minimum/General Experience & Education:

- BA/BS degree from an accredited school and 6 years experience in an IT field OR MA/MS degree from an accredited school and four (4) years consultant experience in an IT field (desirable)
- Demonstrate the characteristics of intellectual curiosity, responsibility, determination, creativity, flexibility, drive and self-confidence
- Experience with CRM, reporting and measurement strategy development and business metrics
- Proven leadership ability with client relationship and management skills
- Experience managing, mentoring and leading mid-sized teams
- U.S. Secret clearance may be required

Functional Responsibilities:

1. Lead mid-sized program or fulfill senior role
2. Responsible for managing the delivery of tasks to the client
3. Provide insights that result in customer strategy and implementation
4. Act as a focal point for internal teams and liaison to clients teams
5. Define scope, recommend approach and manage execution of mid-sized projects
6. Provide leadership and direction to staff on all aspects of client deliverables including preparation, management of project budgets and resource allocation
7. Provide primary interaction to customer projects and vendors

Title: <u>Senior Analyst</u>

Works with clients and Jackpine staff to help define requirements and derive project plans, technical specifications, acquisition documentation, test plans and procedures. Researches market trends to assist in developing new business and partnering relationships. Manages development of technical projects from inception to delivery.

Minimum/General Experience & Education:

- BA/BS degree from an accredited school and eight (8) years business analyst experience in an IT field OR MA/MS degree from an accredited school six (6) years business analyst experience in an IT field (desirable)
- Six (6) years business/systems analyst experience
- Strong detail orientation and excellent customer interface skills
- Excellent oral and written communication skills
- Ability to manage multiple concurrent projects/clients/tasks
- Experience with Service Oriented Architecture technologies and applications
- Travel to client location required
- U.S. Secret clearance may be required

Functional Responsibilities:

1. Quickly understands the business issues and data challenges of overall industries and client organizations.
2. Identifies client organization's strengths and weaknesses and suggests areas of improvement.
3. Develops functional specifications and system design specifications for client engagements.
4. Works with users to define system requirements and resolve problems.
5. May supervise programmers and manage small projects.
6. Reviews and edits requirements, specifications, business processes and recommendations related to proposed solution.
7. Lead testing efforts.
8. Ensures issues are identified, tracked, reported, and resolved in a timely manner.
9. Works with client personnel to ID required changes to projects; communicates needed changes to development team.
10. Assists in the facilitation of team and client meetings.
11. Manages resources in accordance with project schedule; understands the components of running a fiscally successful project.

Title: <u>Analyst</u>

Works with clients and Jackpine staff to help define requirements and derive project plans, technical specifications, acquisition documentation, test plans and procedures. Researches market trends to assist in developing new business and partnering relationships. Manages development of technical projects from inception to delivery.

Minimum/General Experience & Education:

- BA/BS degree from an accredited school and four (4) years business analyst experience in an IT field OR MA/MS degree from an accredited school two (2) years business analyst experience in an IT field (desirable)
- Four (4) years business/systems analyst experience
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to manage one or more projects/clients/tasks
- Experience with Service Oriented Architecture technologies and applications
- Travel to client location required
- U.S. Secret clearance may be required

Functional Responsibilities:

1. Understands the business issues and data challenges of overall industries and client organizations.

2. Identifies client organization's strengths and weaknesses and suggests areas of improvement to Senior Analyst.
3. Develops functional specifications and system design specifications for client engagements.
4. Works with users to define system requirements and resolve problems.
5. Reviews and edits requirements, specifications, business processes and recommendations related to proposed solution.
6. Lead small testing efforts.
7. Ensures issues are identified, tracked, reported, and resolved in a timely manner.
8. Works with client personnel to ID required changes to projects; communicates needed changes to development team.
9. Assists in the facilitation of team and client meetings.
10. Manages resources in accordance with project schedule; understands the components of running a fiscally successful project.

Title: Chief Engineer

Provides strategic leadership with customers and internal staff on all project aspects to ensure results meet appropriate deadlines. Provides technical vision and system/software architect leadership. Actively manages large-scale client programs and projects. Interfaces with customer representatives to identify, define and lead strategic program goals.

Minimum/General Experience & Education:

- BS degree from an accredited engineering school and fifteen (15) years engineering experience OR MS degree from an accredited engineering school and twelve (12) years engineering experience OR PhD degree from an accredited engineering school and seven (7) years engineering experience
- Outstanding technical vision, management and technical skills
- Proactive leader with outstanding interpersonal communicational skills
- Strong detail orientation and excellent customer interface skills
- Excellent oral and written communication skills
- Ability to manage multiple concurrent projects/clients/tasks
- Service Oriented Architecture and Infrastructure technology and application background
- Advanced programming skills (Java, Python, C, C++, Ruby, etc)
- Professional Certification (i.e. RHCA) desired
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Plan, coordinate and manage engineering and development projects
2. Lead efforts in defining and executing systems engineering activities within a project
3. Provide comprehensive definition of all aspects of system development from analysis of mission requirements to verification of system performance
4. Technical leader and manager for multiple tasks in design, implementation, and integration of software
5. Provide technical vision for all projects and programs
6. Develops strategic program goals

Title: Senior Staff Engineer

Works with Chief Engineer, clients and internal staff on all project aspects to ensure results meet appropriate deadlines and milestones. This includes mid-level project management, planning and implementation of system/software architectures to include extensive interaction with users and other engineers to help guide the technical direction of the program or project toward success.

Minimum/General Experience & Education:

- BS degree from an accredited engineering school and twelve (12) years engineering experience OR MS degree from an accredited engineering school and nine (9) years engineering experience
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Past program management experience
- Ability to manage all company concurrent projects/clients/tasks
- Minimum 5 years experience with UNIX or Linux operating systems
- Experience with Service Oriented Architecture/Infrastructure technologies and applications
- Fundamental shell scripting experience
- Basic experience with a major programming language (Java, Python, C, C++, Ruby, etc)
- Professional Certification (i.e. RHCE) desired
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Plan and manage engineering projects
2. Provide definition of all aspects of system development from mission requirements to system definition
3. Perform project management duties such as cost/schedule/performance planning and analysis
4. Leads a medium to large team performing design implementation and integration of software
5. Independently performs highly complex software development tasks
6. Service Oriented Infrastructure implementation
7. System administration and maintenance task scripting
8. System security measures – including system hardening as required
9. Application development and implementation support

Title: Staff Engineer 2

Works with senior engineers, clients, and internal staff on all project aspects to ensure results by appropriate deadlines. This includes mid-level project management tasks and implementation of system/software architectures to include interaction with users and other engineers to ensure adherence to technical direction and overall program success.

Minimum/General Experience & Education:

- BS degree from an accredited engineering school and ten (10) years engineering experience OR MS degree from an accredited engineering school and eight (8) years engineering experience
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to manage multiple concurrent projects/clients/tasks
- Minimum 5 years experience with UNIX or Linux operating systems
- Experience with core infrastructure technologies (DNS, DHCP, NTP, etc)
- System, network and boundary security experience
- Experience with Service Oriented Architecture technologies and applications
- Fundamental shell scripting experience
- Basic experience with programming languages (Java, Python, C, C++, Ruby, etc)
- Professional Certification (i.e. RHCE) desired
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Define and execute systems engineering activities within a project
2. Systems design, planning, and performance management
3. Hardware and software evaluation, testing and validation
4. Team lead for design implementation and integration of software
5. Independently performs complex software development tasks
6. Service Oriented Infrastructure implementation
7. System administration and maintenance task scripting
8. System security measures – including system hardening as required
9. Application development and implementation support

Title: Staff Engineer

Works with senior engineers, clients, and internal staff on all project aspects to ensure results by appropriate deadlines. This includes assigned project management duties and system/software implementation tasks to include working with a team on system builds, integration, test, delivery and overall life-cycle support.

Minimum/General Experience & Education:

- BS degree from an accredited engineering school and eight (8) years engineering experience OR MS degree from an accredited engineering school and six (6) years engineering experience
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to manage multiple concurrent projects/clients/tasks
- Minimum 4 years experience with UNIX or Linux operating systems
- Experience with core infrastructure technologies (DNS, DHCP, NTP, etc)
- System, network and boundary security experience
- Experience with Service Oriented Architecture technologies and applications
- Fundamental shell scripting experience
- Basic experience with programming languages (Java, Python, C, C++, Ruby, etc)
- Professional Certification (i.e. RHCE) desired
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Define and execute systems engineering activities within a project
2. Systems design, planning, and performance management
3. Hardware and software evaluation, testing and validation
4. Team lead for design implementation and integration of software
5. Independently performs complex software development tasks
6. Service Oriented Infrastructure implementation
7. System administration and maintenance task scripting
8. System security measures – including system hardening as required
9. Application development and implementation support

Title: Senior Engineer

Works with customers across all project areas as lead on technical aspects to ensure cohesive teamwork and successful program execution. This includes leading project management and system/software implementation tasks to include system builds, integration, test, delivery and overall life-cycle support.

Minimum/General Experience & Education:

- BS degree from an accredited engineering school and six (6) years engineering experience
- MS degree from an accredited engineering school and four (4) years engineering experience
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to manage multiple concurrent projects/clients/tasks
- Minimum 3 years experience with UNIX or Linux operating systems
- Experience with core infrastructure technologies (DNS, DHCP, NTP, etc)
- System, network and boundary security experience
- Experience with Service Oriented Architecture technologies and applications
- Fundamental shell scripting experience
- Basic experience with programming languages (Java, Python, C, C++, Ruby, etc)
- Professional Certification (i.e. RHCE) desired
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Define and execute systems engineering activities within a project
2. Systems design, planning, and performance management
3. Hardware and software evaluation, testing and validation
4. Team lead for design implementation and integration of software
5. Independently performs complex software development tasks
6. Service Oriented Infrastructure implementation
7. System administration and maintenance task scripting
8. System security measures – including system hardening as required
9. Application development and implementation support

Title: Lead Engineer

Works with customers across all project areas as lead on technical aspects to ensure cohesive teamwork and successful program execution. This includes leading project management and system/software implementation tasks to include system builds, integration, test, delivery and overall life-cycle support.

Minimum/General Experience & Education:

- BS degree from an accredited engineering school and four (4) years engineering experience OR MS degree from an accredited engineering school and two (2) years engineering experience
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to manage multiple concurrent projects/clients/tasks
- Minimum 2 years experience with UNIX or Linux operating systems
- Experience with core infrastructure technologies (DNS, DHCP, NTP, etc)
- System, network and boundary security experience
- Experience with Service Oriented Architecture/Infrastructure technologies and applications
- Has shell scripting experience
- Experience with programming languages (Java, Python, C, C++, Ruby, etc)
- Professional Certification (i.e. RHCE) desired
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Define and execute minimum of two systems engineering activities within a project
2. Manage systems design, planning, and performance
3. Hardware and software evaluation, testing and validation
4. Team lead for design implementation and integration of software modules
5. Independently performs software development tasks
6. Implements Service Oriented Architecture/Infrastructure
7. Supervise system administration and maintenance task scripting
8. Lead the accomplishment of system security measures – including system hardening as required
9. Supervise application development and implementation support

Title: Project Manager

Manages medium scale programs or provides mid-level leadership to them as a team member.

Minimum/General Experience & Education:

- BA/BS degree from an accredited school and 0-4 years experience in an IT field OR MA/MS degree from an accredited school
- Demonstrate the characteristics of intellectual curiosity, responsibility, determination, creativity, flexibility, drive and self-confidence
- Experience with CRM, reporting and measurement strategy development and business metrics (desired)
- Demonstrated ability in areas of client relationship and management skills
- Experience managing, mentoring and leading small teams
- U.S. Secret clearance may be required

Functional Responsibilities:

1. Lead small program or fulfill junior role
2. Responsible for managing the delivery of tasks to the client
3. Act as a focal point for internal teams and liaison to clients teams
4. Define scope, recommend approach and manage execution of small projects
5. Provide leadership and direction to staff in areas including preparation, management of project budgets and resource allocation
6. Provide primary interaction to customer projects and vendors

Title: Engineer - 2

Works with customers across all project areas on assigned technical tasks to ensure successful program execution. This includes assigned project management duties and system/software implementation tasks such as working with a team on system builds, integration, test, delivery and overall life-cycle support.

Minimum/General Experience & Education:

- BS degree from an accredited engineering school and three (3) years engineering experience OR MS degree from an accredited engineering school
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to manage two concurrent projects/clients/tasks
- Minimum 2 year experience with UNIX or Linux operating systems
- Experience with core infrastructure technologies (DNS, DHCP, NTP, etc)
- System, network and boundary security experience
- Experience with Service Oriented Architecture/Infrastructure technologies and applications
- Fundamental shell scripting experience
- Fundamental experience with programming languages (Java, Python, C, C++, Ruby, etc)
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Accomplish fundamental definition and execution of systems engineering activities within a project
2. Accomplish fundamental systems design, planning, and performance management tasks
3. Perform unsupervised hardware and software evaluation, testing and validation
4. Team member for design implementation and integration of software
5. Independently perform software development tasks
6. Accomplish Service Oriented Architectures and Infrastructures with minimal supervision
7. Perform system administration and maintenance task scripting with no supervision
8. Apply system security measures – including system hardening as required
9. Accomplish application development and implementation support

Title: Engineer

Works with customers across all project areas on assigned technical tasks to ensure successful program execution. This includes assigned project management duties and system/software implementation tasks such as working with a team on system builds, integration, test, delivery and overall life-cycle support.

Minimum/General Experience & Education:

- BS degree from an accredited engineering school and two (2) years engineering experience OR MS degree from an accredited engineering school
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to manage two concurrent projects/clients/tasks
- Minimum 1 year experience with UNIX or Linux operating systems
- Experience with core infrastructure technologies (DNS, DHCP, NTP, etc)
- System, network and boundary security experience
- Experience with Service Oriented Architecture/Infrastructure technologies and applications
- Fundamental shell scripting experience
- Fundamental experience with programming languages (Java, Python, C, C++, Ruby, etc)
- Professional Certification (i.e. RHCE) desired
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

10. Accomplish fundamental definition and execution of systems engineering activities within a project
11. Accomplish fundamental systems design, planning, and performance management tasks
12. Perform unsupervised hardware and software evaluation, testing and validation
13. Team member for design implementation and integration of software
14. Independently perform software development tasks
15. Accomplish Service Oriented Architectures and Infrastructures with minimal supervision
16. Perform system administration and maintenance task scripting with no supervision
17. Apply system security measures – including system hardening as required
18. Accomplish application development and implementation support

Title: Junior Engineer

Works with customers across all project areas on assigned technical tasks to ensure successful program execution. This includes assigned project management duties and system/software implementation tasks such as working with a team on system builds, integration, test, delivery and overall life-cycle support.

Minimum/General Experience & Education:

- Entry level position
- BS degree from an accredited engineering school
- Knowledge of UNIX or Linux operating systems
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to work on a single project with supervision
- Basic knowledge of Service Oriented Architecture/Infrastructure technologies and applications
- Basic shell scripting knowledge
- Basic experience with programming languages (Java, Python, C, C++, Ruby, etc)
- Professional Certification (i.e. RHCE) desired
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Accomplish systems engineering activities with close supervision
2. Entry level hardware and software evaluation, testing and validation
3. Perform basic software development tasks strict supervision/guidance
4. Perform system administration and maintenance task scripting with guidance
5. System security measures – including system hardening as required
6. Support application development and implementation

Title: Junior Programmer

Works with programmers across all project areas on assigned technical tasks. This includes assigned planning and system/software implementation tasks such as working with a team on programming, system builds, integration, test, delivery and overall life-cycle support.

Minimum/General Experience & Education:

- Entry level position
- BS degree from an accredited school
- Knowledge of UNIX or Linux operating systems
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to work on a single project with supervision
- Basic shell scripting knowledge
- Basic experience with programming languages (Java, Python, C, C++, Ruby, etc)
- Eligible for minimum U.S. Secret clearance which may be required

Functional Responsibilities:

1. Accomplish software engineering activities with close supervision
2. Entry level software evaluation, testing and validation
3. Perform software development tasks strict supervision/guidance
4. Perform basic system administration and maintenance task scripting with guidance
5. Support application development and implementation

Title: Senior System Administrator

Works with customers across all project areas on assigned technical tasks to ensure successful program execution. This includes assigned project management duties and system/software implementation tasks such as working with a team on system builds, integration, test, delivery and overall life-cycle support.

Minimum/General Experience & Education:

- BS degree from an accredited engineering school and 10 yrs experience
- MS degree and 8 years experience
- Knowledge of UNIX or Linux operating systems
- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to work on a multiple project with supervision
- Knowledge of Service Oriented Architecture/Infrastructure technologies and applications
- Shell scripting knowledge
- Experience with programming languages (Java, Python, C, C++, Ruby, etc)
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Accomplish systems engineering activities in leadership role
2. Hardware and software evaluation, testing and validation
3. Perform basic software development tasks in support of Dev team
4. Perform system administration and maintenance task scripting with guidance
5. System security measures – including system hardening as required
6. Support application development and implementation

Title: Junior System Administrator

Works with customers across all project areas on assigned technical tasks to ensure successful program execution. This includes assigned project management duties and system/software implementation tasks such as working with a team on system builds, integration, test, delivery and overall life-cycle support.

Minimum/General Experience & Education:

- Entry level position
- BS degree from an accredited engineering school
- Knowledge of UNIX or Linux operating systems

- Strong detail orientation and excellent customer interface skills
- Good oral and written communication skills
- Ability to work on a single project with supervision
- Basic knowledge of Service Oriented Architecture/Infrastructure technologies and applications
- Basic shell scripting knowledge
- Basic experience with programming languages (Java, Python, C, C++, Ruby, etc)
- Professional Certification (i.e. RHCE) desired
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Accomplish systems engineering activities with close supervision
2. Entry level hardware and software evaluation, testing and validation
3. Perform basic software development tasks strict supervision/guidance
4. Perform system administration and maintenance task scripting with guidance
5. System security measures – including system hardening as required
6. Support application development and implementation

Title: **Senior Administrative Support**

Works with senior internal company employees and/or customers on administrative duties and assigned tasks. This includes administrative tasks such as documentation, meeting minutes, phones, messages, email, policy, security, working with a team to ensure successful task communication, coordination and execution.

Minimum/General Experience & Education:

- BA degree or some college (Desired)
- HS degree and 8 years experience
- Knowledge of office automation/productivity software
- Strong detail orientation and personal interface skills
- Good oral and written communication skills
- Ability to work on a multiple project or task with supervision
- Minimum U.S. Secret clearance may be required

Functional Responsibilities:

1. Accomplish administrative tasks
2. Create documents, spreadsheets, basic data entry, low level accounting type tasks
3. Coordinate, schedule and support meetings and customer interactions

Title: **Administrative Support**

Works with internal company employees and/or customers on administrative duties and assigned tasks. This includes administrative tasks such as documentation, meeting minutes, phones, messages, email, policy, security, working with a team to ensure successful task communication, coordination and execution.

Minimum/General Experience & Education:

- Entry level position
- HS degree
- Knowledge of office automation/productivity software
- Strong detail orientation and personal interface skills
- Good oral and written communication skills
- Ability to work on a single project or task with supervision

- Minimum U.S. Secret clearance may be required

Functional Responsibilities:
4. Accomplish administrative tasks
5. Create documents, spreadsheets, basic data entry, low level accounting type tasks
6. Coordinate, schedule and support meetings and customer interactions